



POLICIES *and* PROCEDURES

Board of Trustees Policy Number: IT 13.04

Date of Adoption/Revision: 10-10-14

SUBJECT	USE OF ELECTRONIC MAIL
AUTHORITY	Information Technology Department
APPLICABILITY	These policies apply to the Board of Trustees, administration, faculty, staff, students and anyone using the information technology resources of Bennett College.
PURPOSE	These policies establish the requirements for using electronic mail at Bennett College.

POLICY	Bennett College owns all electronic mail account and the messages in those accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and College policies, the college also owns data received, transmitted, or stored using electronic mail accounts.
PROCEDURE	<ol style="list-style-type: none"> 1. <i>Stewardship and Custodianship of Electronic Mail:</i> those availing themselves of the use of the College email infrastructure do not acquire a right of privacy in communications transmitted or stored on the College information technology resources. Email custodians must not inappropriately access or disclose the content of mail transmitted or store on Bennett-owned or Bennett-controlled information technology resources, except in the following situations: <ol style="list-style-type: none"> a. As a response to a court order or other compulsory legal process b. In certain other circumstances only with the permission of authorized individuals c. When the correspondent is unavailable and the information and the information is necessary to conduct institution business d. In health and safety emergencies. 2. <i>Mass Electronic Mailing:</i> All mass electronic emails must be approved by a Leadership Team member after which IT will determine the appropriate way of sending the mass message without disrupting the network. 3. <i>*Retention of Email after Graduation or Termination of employment:</i> continued or one time access to email accounts after graduation or termination of employment requires the approval of

	<p>the Bennett College President. Unless otherwise authorized by the President, the purge policy is as follows:</p> <ul style="list-style-type: none">a. Students/Alumni<ul style="list-style-type: none">i. Retain access to Bellenet to enable them to print unofficial copies of their transcripts or reapplyb. Faculty<ul style="list-style-type: none">i. Regular - immediatelyii. Adjunct – end of contract + 30 days; except by authorization by Office of the Provost to keep email address in anticipation of rehirec. Staff – end of employmentd. Administrators – end of employment <p>4. The Information Technology Department is responsible for monitoring and managing the electronic mail system.</p>
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<p>Replaces policy:</p> <p><i>Date</i></p>
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